Outlook 2013: How to Remove Access
Permissions From Your InBox, Contacts Folder and Calendar

If you have shared your **INBOX, CONTACTS FOLDERS or CALENDAR** with other people, you need to remove those permissions before the email migration. WHY? Because Permissions break during email migrations and need to be reestablished after migration.

After the migration is complete, you can re-establish those permissions by following the same steps except clicking **ADD.**

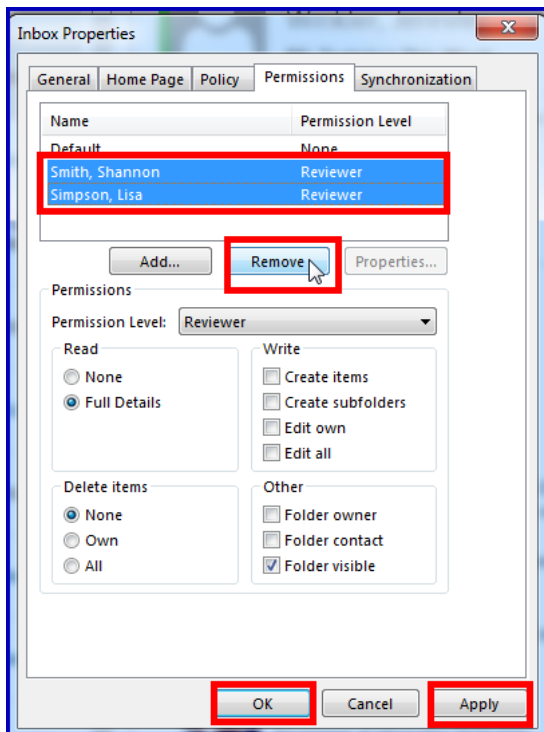> **TIP: Before you remove the Users, take a screen shot or make a list so you know who to add back to your Calendar Permissions.**

The instructions are essentially the same for InBox, Contacts and Calendar:

INBOX:

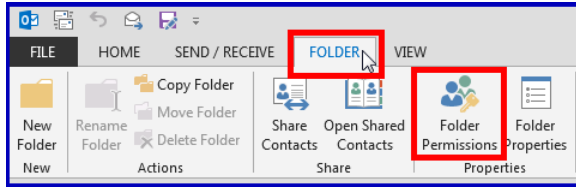1. **Click the Folder Tab and click Folder Permissions**
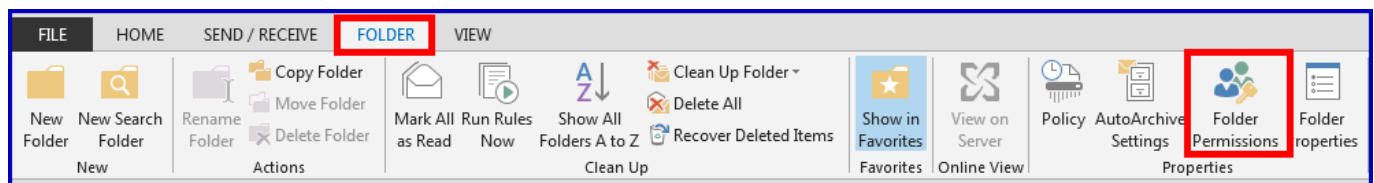
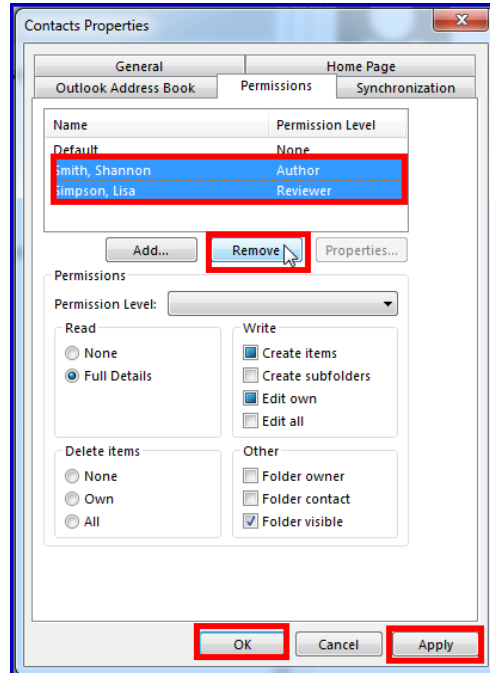2. **Select the names, (hold Shift Key to click and select more than one), click Remove, Apply and OK.**

CONTACTS FOLDER:

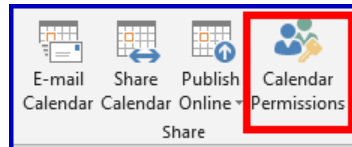1. **In People, click the Folder Tab – Properties – Folder Permissions.**

2. **To remove permissions for everyone, select their names, click Remove, Apply and OK.**

CALENDAR:

1. **Open your Outlook Calendar and click Calendar Permissions.**

2. **Select names and click Remove and OK. Press the Shift Key to select multiple names.**